



Ash Manor School

School Attendance

Information and
Advice for Families

To report an absence

Telephone:

01252 353900 opt #1

Email: attendance@ashmanorschool.com

Website: ashmanorschool.com



We are proud of the work our students and staff do every day and recognise the vital role that working in partnership with families is having on our continued success as a community. Excellent attendance is a fundamental aspect of this ongoing success.

We are always striving for consistent excellence and our target of attendance close to 100% demonstrates this. Students who were in school, in their lessons, for over 96% of the time, achieved over half a GCSE grade more highly than their target grades last year. As a result, we know that 100% attendance is a valuable target for our students to aim for to ensure that they are able to realise their goals and ambitions.

An attendance record of 90%, whilst sounding good, is the equivalent of 6 months of missed education throughout a child's school life and is the equivalent of missing one day per fortnight.

Reporting an absence

In the event that your child is unwell and cannot attend school, we ask that you contact the attendance team before 9am to confirm the reason for their non-attendance. It is our legal responsibility to record absences along with the reasons.

If the attendance team do not hear from you, a text message will be sent to you in order to confirm your child's absence from school. This is a vital element in ensuring we don't have unexplained absences and means you can rest assured that we will always contact you in the event that your child is not present in school.

If you are aware in advance of an absence, you can inform us by completing an Application for Leave of Absence — this can be downloaded from our website or requested from Main Reception





Punctuality also plays a significant role in our students achieving well. Students are welcome to be on site from 7.30am, however need to be on site by 8.30am at the latest to be prompt to lessons at 8.40am. If a student arrives late, they will be issued with a break time detention. If lateness becomes a regular concern, we will be in touch with parents/carers to discuss ways to support students improving their punctuality to lessons.

Being just 5 minutes late every day amounts to missing 3 days per year which is valuable learning time that we want our students to benefit from.

Encouraging Exceptional Attendance

As a parent, you play a vital role in championing the importance of school and the opportunities that it gives to your child; we know from our students that they hear from home just how important it is for them to do well. In order to encourage your child to achieve exceptional attendance you can:

- Discuss how important their attendance is.
- Ensure your children attend school even if they are experiencing a minor complaint or illness, such as a cold or aches or pains. Whilst inconvenient and unpleasant, they are usually not bad enough to stop them from benefitting from their lessons.
- Book medical appointments outside of school hours wherever possible, or at the very beginning or end of the day so that your child can attend most of their lessons.
- Book holidays and family activities in school holidays
- Keep in touch with us if you think your child is reluctant to attend school—contact their Head of House at the earliest opportunity so that we can support your child to access their education fully.





Term Time Absence Requests

We recognise that family life is extremely important to the happiness and success of our students; to that end, we publish our school holiday dates well in advance to enable families to plan holidays and other activities during that time.

Ms Bailey has the discretion to authorise leave during term time but will only do so in the most exceptional of circumstances. In the event that your child is taken out of school without authorisation, the absence will be treated as unauthorised and may lead to a referral to the Local Authority Inclusion Service or a Fixed Penalty Notice.

Parent/carers are not able to authorise absences, only the school can officially authorise them. If a pattern of absence begins to cause concern, the Attendance Office or House Team will work with families and students to address the underlying causes and ensure students are able to return to lessons.

What is considered unauthorised absence?

- Holidays taken in term time *
- Absences where no contact has been received from parents/carers
- Persistent lateness after the registers have closed (after 9.10am)
- Any instances where a student is found in a public place during an exclusion from school

* any unauthorised term time holiday of 5 days or more will result in a Local Authority Fixed Penalty Notice





What is a Fixed Penalty Notice?

The Education (Pupil Registration)(England)(Amendment) Regulations 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher should determine the number of school days a child can be away from school if leave is granted.

In accordance with the above Regulations, requests for leave of absence are treated sympathetically, but only in exceptional circumstances can they be approved. The Policy of the Government to which this school has agreed, states that parents who take their child out of school for five days or more during term time, without the authority of the Head teacher, will each be liable to receive a Penalty Notice. Penalty Notices will be issued by the Local Authority,

The Penalty is £60 if paid within 21 days of receipt of Notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice. If the Penalty is not paid in full by the end of the 28 day period the Local Authority must prosecute the recipient for failing to ensure regular school attendance under section 444 Education Act 1966.

Please be aware that **each** parent is liable to receive a Penalty Notice for **each** child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice.

If there are two parents and two children incurring unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 21 days.





Advice and support is also available from your
local Inclusion Service:

South West Inclusion Service
Surrey County Council
Quadrant Court
35 Guildford Road
Woking
GU22 7QQ

At Ash Manor, we believe in our students' ability to
achieve incredible things and believe firmly that
exceptional attendance and punctuality are a
fundamental building block, not only to their
achievement here but also to their development
of the habits that will sustain them through into
successful and productive adults.

We appreciate your support and are, of course,
here to support you and your child
in making this possible.

